

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of Agriculture
Division/Unit: Office of the Secretary

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 64
MSA ID: SE55-2176
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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	DLS ltr to former MDA Sec Riley re: the 1998 Joint Chairmen's Report concerning MDA, DNR, DGS, DPSCS, UMCP, SLRC, MSDE, DBM, DHMH, OCYF, UMB, and BOR	2489	1	May 8, 1998	0.002 cu ft.	08/09/2011	tear and recycle
2	Comparison of MD's Nitrogen Reduction Programs Prepared by: DNR, MDA, MDE	2489	1	December 1, 2001	0.002 cu ft.	08/09/2011	tear and recycle
3	DBM Sec Fred Puddester Memo re: 1998 Joint Chairman's Items and Restrictions on FY 1999 Appropriations - Operating & Capital Budgets	2489	1	May 22, 1998	0.008 cu ft.	08/09/2011	tear and recycle
4	MDA ltr to DBM re: Joint Chairman's Report on contractual Employee Documentation of Hiring Process	2489	1	August 2, 1999	0.001 cu ft.	08/09/2011	tear and recycle
5	Ltr from DBM Re: 2000 Joint Chairmans Items and Restrictions on FY 2001 Appropriations - Operating & Capital Budgets	2489	1	June 20, 2000	0.009 cu ft.	08/09/2011	tear and recycle

Destruction Certification

Gloria Chambers

Signature

Executive Associate to Secretary

Title

8/3/2011

Date